<u></u>	I				
Name of Programme					
	☐Bachelor				
Level of Programme	☐Master				
	□Ph.D				
Department					
Faculty/School					
University/Institution					
		Session 1: Briefing by	Dean, Vice-Dean		
Venue					
Date and Time					
Type of Online/Remote Site					
		<b>∆</b> CONDITI	ON 🗘		
* Only dean and vice deans	are allowed in this session.				
No.	Name-Surname	Academic title	Administrative Position	Years with the University	Remarks
1	Kate Win	Prof. Dr.	Dean	16	
			Vice-Dean		
			Vice-Dean		
			Vice-Dean		

Name of Decayana	T				-
Name of Programme	□Bachelor				
Lavel of Duamenton					
Level of Programme	□Master				
	□Ph.D				
Department					
Faculty/School					
University/Institution					
	Session 2: Meeting	with Programme cha	airs, head of department, S	AR team	
Venue					
Date and Time					
Type of Online/Remote Site					
1		<b>⚠</b> CONDIT	ION 🗥		
* Only Programme Chair/ H	ead of Department/ Head of SA	R team and member	s are allowed in this session	ı.	
No.	Name-Surname	Academic title	Administrative Position	Years with the University	Remarks
1	David Doe	Prof. Dr.	Programme Chair	15	
					1

Name of Programme									
	□Bachelor								
Level of Programme	☐Master								
	□Ph.D								
Department									
Faculty/School									
University/Institution									
	Session 3: Me	eting with Academic	Staff						
Venue									
Date and Time									
Type of Online/Remote Site									
1	<u> </u>	CONDITION 🛕							
* The academic staff should	be varied in years with the u	niversity. There shoul	ld be a good, proportionate mixtu	ire of young					
and senior lecture.									
** Academic staff with adm	inistrative position is not allo	wed in this session. (I	No Dean, Vice Dean(s), Programn	ne Chair, Head					
of Department)									
*** Twenty (20) is the maxis	mum number for academic st	aff interviewees (with	n 30% of spare interviewees if it is	s home-based					
or hybrid types).		· ·	· ·						
No.	Name-Surname	Academic title	Years with the University	Remarks					
1	Mr. Example A	Assoc. Prof. Dr.	14						

Name of Programme							
	□Bachelor						
Level of Programme	□Master						
	□Ph.D						
Department							
Faculty/School							
University/Institution							
	Session	on 4: Mee	eting with Suppo	ort Staff			
Venue							
Date and Time							
Type of Online/Remote Site							
Ĭ.		∴C	ONDITION 🗘				
	ve teaching duties i.e. holding aca						
** For the support staff, it i Laboratory staff, Faculty's I	s mandatory to include the follow T staff)	ing perso	nnel (Faculty/de	epartment lib	rarian, Faculty/de	epartment studer	nt service,
*** Twenty (20) is the maxi	mum number for support staff int	erviewee	es (with 30% of	spare intervie	wees if it is home	-based or hybrid	types).
No.	Name-Surname	Position	University Leve	Faculty Level	Programme Leve	Years with the University	Remarks
1	Mr. John John	T Support		Х		6	

Name of Programme				
	□Bachelor			
Level of Programme	☐Master			
	□Ph.D			
Department				
Faculty/School				
University/Institution				
	Session 5	: Meeting with Studen	t	
Venue				
Date and Time				
Type of Online/Remote Site				
<u> </u>		CONDITION A		
* The students should be se	lected and distributed evenly	for their year of study	y. There should be 5 students se	lected from
each 1st – 4th year, making	a total of twenty (20) (with 3	30% of spare interview	vees if it is home-based or hybrid	l types)
** If the duration of the stu	dy programme is more than 4	l years, Maximum nun	nber of interviewees should still	be twenty (20)
** For Master/Ph.D Program	nme, the minimum number o	of interviewees MUST I	NOT be less than fifteen (15)	
No.	Name-Surname	Admission Year	Current Year	Remarks
1	Mr. Micky Doe	2018	Year 1	

Name of Programme								
	□Bachelor							
Level of Programme	□Master							
	□Ph.D							
Department								
Faculty/School								
University/Institution								
	Session 6: I	Meeting with Alumn	i					
Venue								
Date and Time								
Type of Online/Remote Site								
<u> </u>	lacksquare	ONDITION A						
** The graduation year of the of the assessment). The selection with the selection of the maximum (20) is the maximum types).	ection should include the stude	must include a fresh nts from both old ar riewees (with 30% o	n graduate (had graduated 1-2 yend new curriculums (if applicable) f spare interviewees if it is home-					
**** For Master/Ph.D Progr	amme, the minimum number	of interviewees MUS	ST NOT be less than fifteen (15)					
No.	Name-Surname	<b>Graduation Year</b>	Position/ Workplace	Remarks				
1	Mr. Micky Doe	2018	Marketing/ P&G Company					

Name of Programme					
	□Bachelor				
Level of Programme	□Master				
	□Ph.D				
Department					
Faculty/School					
University/Institution					
		Session 7: Meeting	g with Employer		
Venue					
Date and Time					
Type of Online/Remote Site					
I .		<b>∆</b> condi	TION 🛆		
*The minimum number of e	employer MUST NOT be less that	n Ten (10) and mo	re than Fifteen (15) (with 30% of	spare interviewees if it is hon	ne-based or
hybrid types).					
			oyer interview session. The alum F MORE THAN 30% of the total nu		r study
		Dootion/			
No.	Name-Surname	Postion/ Workplace	Year of working	Alumni of other study programmes/ faculties	Remarks
No. 1	Name-Surname  Mr. Micky Doe		Year of working 20		Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks
-		Workplace HR Manager/ ABC		programmes/ faculties	Remarks